

JOB VACANCY ANNOUNCEMENT
(Civilian)



VACANCY #:	2020058	CLASS CODE:	3OB2
VACANCY TITLE:	Telecommunications Operator II - IDACS Administration Unit		
VACANCY LOCATION:	Criminal Justice Data Division - GHQ - Indianapolis		
STARTING SALARY:	\$25,766.00	*Starting salary may be adjusted based on education, experience and training.	
OPEN DATE:	September 11, 2020	CLOSE DATE:	September 25, 2020

Job Description: (Responsibilities/Duties)

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to monitor, maintain and troubleshoot the computer systems and related equipment in the Criminal Justice Data Division Help Center in order to provide Department employees and other user agencies with the most efficient services. To process and dispatch Indiana Data and Communications System (IDACS) and National Crime Information Center (NCIC) information to meet State and federal guidelines.

Minimum Requirements:

A. Education, Training, Experience

Must be a high school graduate or possess the equivalent GED. Must be able to successfully complete Department proofreading and typing tests prior to interviewing. Must obtain IDACS certification within the first six (6) months and maintain throughout tenure in the position.

B. Physical

Must be able to remain seated in a confined area for extended periods of time. Must be able to maintain concentration simultaneously on numerous tasks in a busy environment. Must be able to work rotating or multiple shifts requiring weekends and/or holidays.

Additional Comments: To be considered for this position you need to apply on-line at:

Indiana State Police - Career Opportunities - Civilian Opportunities at <https://www.in.gov/isp/3627.htm>

Must be able to successfully pass a background investigation. Applicants are asked to submit a complete work history. All applicants are required to submit copies of high school transcript or GED certificate, any college transcripts, technical certificates and a military DD214 (if applicable). Please indicate your name and the position for which you have applied when forwarding all attachments.

Please e-mail the above listed items to ISPCivilianJobs@isp.in.gov or mail to:

Indiana State Police
Human Resources Division
100 North Senate Avenue
Indianapolis, IN 46204-2259
Attn: Brandon Lowe

Indiana State Government is an E-Verify employer and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at www.uscis.gov/files/form/i-9.pdf. Please note that if you submit a document from list B of Form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment. Failure to comply may result in dismissal until proper identification can be provided.

Benefits

The Indiana State Police offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity

The Indiana State Police is an Equal Opportunity Employer.

AUTHORITY: Major Sorrells CRS/slr

by:

Personnel Officer I